



OPEN EXAMINATION  
**CONSULTANT in OCCUPATIONAL THERAPY for  
PHYSICALLY HANDICAPPED CHILDREN**  
CONTINUOUS TESTING

This bulletin cancels and supersedes the bulletin released February 23, 2003

TP60 / 8282      1HABB

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

**WHO SHOULD APPLY:** Persons who meet the minimum qualifications (entrance requirements) as stated on this announcement may take this examination, which is competitive.

**HOW TO APPLY:** To learn more about the job and testing arrangements, contact the testing office shown below. Applications are available at <http://www.spb.ca.gov/jobs/stateapp.htm>, and may be filed in person or by mail with:

	DEPARTMENT OF HEALTH CARE SERVICES	(916) 552-8339
	Selection Unit	
In Person:	1501 Capitol Avenue, Suite 71.1501	
By Mail:	MS 1300-1302	
	P.O. Box 997411	
	Sacramento, CA 95899-7411	

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**

**SPECIAL TESTING INFORMATION:** If you have a disability that requires accommodation, mark the appropriate box on the application Form STD. 678. You will be contacted to make specific arrangements.

**FINAL FILING DATE:** There is no final filing date. Testing is considered continuous as dates can be set at any time. The testing office will accept applications continuously and will notify and test applicants of testing as needs warrant.

**TESTING PERIOD:** A candidate may be tested only once during any testing period. The testing periods for this classification are January 1 through June 30 and July 1 through December 31.

**SALARY RANGES:** \$4274 - \$5892 per month.

**IDENTIFICATION REQUIREMENT:** Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

**POSITION DESCRIPTION:** A Consultant in Occupational Therapy for Physically Handicapped Children, under general direction, in the State Department of Health Care Services, provides consultant services in operation and specialized consultant services in the field of occupational therapy to local health departments and related agencies in planning, organizing, and directing occupational therapy programs for physically handicapped children; assists in the development of policies pertaining to the monitors the Medical Therapy Program in the counties within their respective regions; acts as a regional liaison to the State Department of Special Education; and does other related work.

Positions exist with the Department of Health Care Services in Sacramento, San Francisco, and Los Angeles.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:** It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications/resumes **must** include "to" and "from" dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. College course information **must** include title, number of semester or quarter units, name of institution, completion dates, and degree (if applicable).

**Applications/resumes received without this information will be rejected.**

**MINIMUM QUALIFICATIONS:** Registration with the National Registry of the American Occupational Therapy Association, or eligibility for such registration. (Certification from the American Occupational Therapy Board, Inc. (AOTOB) will fulfill the requirement.) **And**

**Experience:** Four years of experience in therapy work with physically handicapped children in a public health agency, at least one year of which must have been under the direct supervision of a qualified occupational therapist and two years of which must have been in the field of cerebral palsy. **And**

**Education:** Graduation from a college or university with major work in an approved program of occupational therapy.

**GENERAL QUALIFICATIONS:** In addition to the scope defined on this announcement, candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

**EXAMINATION INFORMATION:** The examination will consist of a Qualification Appraisal Panel interview that is weighted 100%. The interview will include a number of predetermined job-related questions. Competitors who do not appear for the interview will be disqualified and eliminated from the examination process. If a candidate's notice of interview fails to reach him/her before the scheduled interview date due to a verified postal error, he/she will be rescheduled upon written request.

The Department of Health Care Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**INTERVIEW SCOPE:** In addition to evaluating the candidate's relative abilities as demonstrated by quality and breadth of experience, emphasis will be placed on measuring, relative to job demands, each competitor's:

**Knowledge of:**

1. Principles and methods of providing occupational therapy services for physically handicapped children.
2. Etiology, pathology, neuromuscular, neuroanatomical manifestation of physically handicapped conditions of children.
3. Physical, psychological and sociological problems of handicapped children and their families.
4. Normal and abnormal growth and development of children.
5. Objectives of occupational therapy in the treatment of physically handicapped children.
6. Methods, equipment, techniques, and procedures used in teaching handicapped children the fundamentals of self-care, mobility, and other suitable activities.
7. Principles of supervision.

**Ability To:**

1. Explain therapy to children, health professionals, parents, and other laypersons.
2. Address groups of people and conduct meetings.
3. Analyze situations accurately and adopt an effective course of action.
4. Communicate well with physicians, educators, and others associated with the treatment of physically handicapped children.

**ELIGIBLE LIST INFORMATION:** Possession of the entrance requirement does not assure a place on the eligible list. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. Names of successful competitors are merged into the open list established for use by the Department of Health Care Services in order of final scores regardless of testing date. Eligibility expires 18 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Eligible Lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first.

**VETERANS PREFERENCE:** Veterans preference credits will not be granted in this examination since it does not qualify as an entrance examination.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

The California Relay (Telephone) Service for the deaf or hearing impaired:

MCI from TDD: 1-800-735-2929 MCI from voice telephone: 1-800-735-2922

Sprint from TDD: 1-888-877-5378 Sprint from voice telephone: 1-888-877-5379